

FITCHBURG PUBLIC LIBRARY  
BOARD OF TRUSTEES  
June 8, 2016, 6:30 P.M.

FITCHBURG PUBLIC LIBRARY  
610 Main Street, Fitchburg MA

Trustees present were: Chair Jonah McKenna Moss, Chris Benoit, John Bowen, Kim Cochrane, Robert Favini, Cynthia Jones, Michael Phaneuf, Peg Snyder and Jim Walsh.

**CALL TO ORDER**

The meeting was called to order at 6:30 p.m.

**REVIEW OF MINUTES**

The minutes from the May 11, 2016, meeting were accepted.

**CHAIR'S REPORT**

Chair McKenna Moss reminded the Trustees that the Nominating Committee will present a slate of officers to vote on at the September meeting.

He said the Library would not hear from the MBLC until July 2017 as to whether we would be funded for the Library renovation. The City Finance Committee has agreed to seek a loan but the City Council also has to agree as it is the City which will apply for and be the recipient of the MBLC grant.

The rough figure for the construction cost is \$22,000,000. The MBLC will pay for 50% of the eligible construction costs. The remaining construction costs and money for landscaping, furnishings, etc. will be met through fund raising and money from bond (loan) from the City.

Director Bernard said she believed the Library should hire a professional fund raiser. She said it was very important that the necessity of a new or renovated building be explained consistently and clearly. The message, she said, is not the disrepair of the current building, but that the Library cannot currently offer the public the things they want of the Library. These include, among other things, smaller meeting rooms, a teen space, a children's program room, a maker space, tech lab, etc.

She said this was too early to talk about the total cost but when it is time, the cost for everything-building, furnishings, landscaping and construction would be included.

She said the MBLC has suggested using as a talking point the fact that almost every city and town in the area have built a new or renovated building in the last 10 years. It is time for some of our tax money to fund a modern, progressive facility in Fitchburg.

There was a general discussion of the need for good publicity to keep the public aware of exactly where the Library was at each stage of construction. If the library has to move into a temporary location, everyone agreed it was very important to have good information to tell people about its temporary new location. It is equally important to keep the public aware of the building process and what to expect next.

**LIBRARIAN'S REPORT**

Director Bernard said the City Budget had passed. Our budget is \$731,007.00. The Director then asked the Trustees to vote on the amended FY16 budget and the FY17 Trust budget. The Trustees voted unanimously to accept both budgets.

She said the summer reading program will be starting soon and that there were several events planned for the Children's Library.

She said she had gone to a breakfast at Applewild School and the Library had been given a gift of \$250 from the Parents' Association. The other recipient in the same amount was the Fitchburg Art Museum.

She reported that the Feasibility Study is now in the hands of the OPM. Thirteen people came to the walk-through for the architects. Their proposals are due June 16. They uniformly loved the current building. The Building Committee will evaluate the proposals and scheduled interviews. Interviewing will begin around June 23. The contract is with the City. The grant application including schematics and elevations must be submitted to the MBLC on January 26. The Director said she has to start writing the grant on Dec.1 so it will be ready for submission.

She said the OPM needs to hire 3 people to be in charge of the various tests that have to be made on site—geotechnical, hazardous materials, and a site survey. She also said the Massachusetts Historic Commission would need to weigh in on the plans because the building is in the Monument Park Historic District.

The Trustees voted that the Library be closed on September 3, the Saturday before Labor Day.

#### COMMITTEE REPORTS

*Finance Committee*- Robert Favini reported the figures were all positive.

*Legislative Committee*-Director Bernard said libraries were .07% of the state budget.

*Strategic Planning Committee*-Robert Favini said next week the Committee will try to get an overview of the planning process. Part of this includes sending out a survey so that when focus group meetings are held, topics mentioned in the survey can be discussed in depth.

He said they are seeking candid answers. This work needs to be completed by the end of August to get the plan written for an October 1 submission. This is required to apply for grants from the MBLC, including the Public Library Construction Grant.

#### NEW BUSINESS

Two bids have come in to replace 25 of the HVAC units. The cost is somewhere around \$70,000.00.

#### OLD BUSINESS

The section of the brick wall in the parking lot has been repaired. The roof in the Youth Library will be repaired by the installers because it is still under warranty.

The Trustees voted to accept the proposed tool use policy. It was decided at the last Trustee's meeting to exclude all power tools from the Tool Library. Borrowers are limited to Fitchburg residents with library cards.

#### ADJOURNMENT

The meeting was adjourned at 7:50 pm.

Submitted by Jean Tenander  
Reviewed by Jim Walsh

**Fitchburg Public Library  
Trust Fund Expenditures  
FY16 BUDGET**

	FY16	YTD	Requested Change
Art Works	500.00	689.10	689.10
Audio Books Adult	4,000.00	9,112.67	9,959.25
Audio Books Child	350.00	1,582.72	1,597.16
Books Adult	15,500.00	13,785.40	14,883.84
Books Child	2,500.00	2,572.31	2,572.31
Computer Programs	3,500.00	3,500.00	3,500.00
DVDs Adult	5,450.00	6,391.46	6,412.39
DVDs Child	1,200.00	1,604.57	1,676.03
Equipment	8,000.00	1,407.30	1,407.30
Functions	500.00	-	-
Grounds	2,000.00	1,521.00	1,521.00
Insurance	350.00	-	-
Mailings	0.00	-	-
Memberships	7,500.00	6,050.00	6,050.00
Miscellaneous	9,000.00	6,873.87	9,208.64
Periodicals	8,000.00	8,212.52	8,212.52
Print/Advertising/Display	500.00	561.17	561.17
Programs Adult	1,500.00	1,474.52	1,617.14
Programs Child	3,000.00	2,812.78	3,812.78
Recordings, Music Adult	450.00	674.33	674.33
Recordings, Music Child	100.00	320.31	320.31
Special Services	1,500.00	150.00	150.00
Staff Expenses	1,500.00	2,074.73	2,074.73
Travel	1,000.00	859.63	1,000.00
	77,900.00		77,900.00

**Fitchburg Public Library  
Trust Fund Expenditures  
FY17 BUDGET**

	FY16	FY17
Art Works	500.00	200.00
Audio Books Adult	4,000.00	10,000.00
Audio Books Child	350.00	1,500.00
Books Adult	15,500.00	15,500.00
Books Child	2,500.00	2,500.00
Computer Programs	3,500.00	3,500.00
DVDs Adult	5,450.00	6,500.00
DVDs Child	1,200.00	1,600.00
Equipment	8,000.00	1,500.00
Functions	500.00	
Grounds	2,000.00	2,000.00
Insurance	350.00	350.00
Memberships	7,500.00	6,000.00
Miscellaneous	9,000.00	9,000.00
Periodicals	8,000.00	8,100.00
Print/Advertising/Display	500.00	600.00
Programs Adult	1,500.00	1,500.00
Programs Child	3,000.00	3,000.00
Recordings, Music Adult	450.00	700.00
Recordings, Music Child	100.00	350.00
Special Services	1,500.00	500.00
Staff Expenses	1,500.00	2,000.00
Travel	1,000.00	1,000.00
	77,900.00	77,900.00

**Fitchburg Public Library**  
**Investment Performance**  
**12/31/15-5/31/16**

**Investment Objectives**      The investments comprising the Fitchburg Public Library shall be managed prudently with a primary emphasis on growth oriented securities that yield a reasonable rate of return.

**Alice & Rodney Wallace Funds**      Stocks-65%   Bonds-34%   Money Market-1%

Market Value 12/31/15	Market Value 5/31/16	Percent Change	Estimated Annual Income	Annual %Income
\$ 942,571	\$ 973,098	+ 3.24%	\$27,421	2.82%

**Other Funds**      Stocks-11%   Bonds-70%   Money Market-19%

Market Value 12/31/15	Market Value 5/31/16	Percent Change	Estimated Annual Income	Annual %Income
\$ 716,508	\$ 719,506	+ .42%	\$18,530	2.57%

**TOTAL**

\$1,659,079	\$1,692,604	+ 2.02%	\$45,951	2.71%
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	12/31/2015	5/31/2016	Income Balance as of 5/31/2016
Restricted	\$314,237.13	\$318,261.93	\$ 30,548.44
Unrestricted	\$402,271.43	\$401,244.17	\$ 52,988.35
<b>Total</b>	<b>\$716,508.56</b>	<b>\$719,506.10</b>	<b>\$ 83,536.79</b>

Borrower's Last Name

First Name

Library Card #

**Fitchburg Public Library**  
Tool Lending Registration Agreement and Waiver

***Please Print Legibly!***

THIS IS AN AGREEMENT between \_\_\_\_\_ ("Borrower") and the  
 Fitchburg Public Library (FPL).

Borrower Information:

Home Street Address

Apt. #/Floor/etc.

Fitchburg  
 City

MA  
 State

01420  
 Zip code

Cell phone

Work phone

Home phone

Email address

Where did you hear about tool lending?

Photo ID Checked \_\_\_\_\_ Proof of Residence/Address Verification Checked \_\_\_\_\_

FPL staff name who completed form (printed)

**Statement of Waiver and Indemnification**

WHEREAS, Borrower wishes to borrow and Fitchburg Public Library (FPL) is willing to lend certain Tools in accordance with the terms of this Agreement, and

WHEREAS, the City of Fitchburg (hereafter, the "City") desires to engage in tool lending activities, and

NOW THEREFORE, with respect to all Tools today or hereafter lent by FPL to Borrower, Borrower hereby agrees as follows:

WHEREAS there is no representation or NO WARRANTY THAT TOOLS ARE FIT FOR ANY PARTICULAR PURPOSE for any person to use as to the safety, condition, or suitability for any particular use,

1. Borrower represents and agrees that he/she is capable and experienced in using all Tools and that all Tools will be used for their normal purpose and in a proper manner and that eye protection will be worn at all times Tools are in use. No Tools will be borrowed with respect to the use of which the Borrower is not capable and experienced.
2. In consideration of being permitted to borrow the Tools, Borrower does hereby waive any and all claims and causes of action against the Fitchburg Tool Lending Library, the City and their officers, agents, volunteers and employees, and does hereby release the Library, the City and all such persons from any such claims and causes of action, whether arising in contract or in tort (including for negligence) or under any statute or other law or administrative regulation, for any injury or loss of any nature that Borrower may suffer or incur in the use of the Tools borrowed from the Fitchburg Public Library or otherwise in connection with this Agreement, and Borrower does hereby release all such parties from any such claims and causes of action.
3. In consideration of being permitted to borrow Tools, Borrower agrees to **indemnify** and hold harmless the Fitchburg Public Library, the City and their officers, agents, volunteers and employees from and against any and all liability, loss, claims, demands, actions and causes of action, whether arising in contract or in tort (including negligence) or under any statute or other law or administrative regulation, for the death or injury to any persons and for any property damage or loss suffered or incurred by any person which arises or may be alleged to arise from or be occasioned in any way by the use of the Tools or otherwise arising under this Agreement.
4. The Tools Borrowing Rules and Procedures of the Fitchburg Public Library are attached to and hereby incorporated into this Agreement. Borrower represents and agrees that he/she has read and fully understands those Rules and Procedures and that failure to comply with any of the Rules and Procedures may result in revocation of borrowing privileges.

BORROWER STATES AND AGREES THAT HE/SHE HAS READ AND SIGNED THIS AGREEMENT, INCLUDING THE **WAIVER**, RELEASE AND **INDEMNIFICATION** RELINQUISHING ANY AND ALL CLAIMS AGAINST THE FPL, THE CITY AND THEIR EMPLOYEES AND OTHER PERSONNEL AND **INDEMNIFYING** THEM AGAINST THE CLAIMS OF OTHERS, INTENDING TO BE BOUND BY ALL THE TERMS HEREOF.

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed on behalf of Fitchburg Public Library      Date

Attachment: Tools Borrowing Rules and Procedures of the Fitchburg Public Library

### **Fitchburg Public Library Tools Borrowing Rules and Procedures**

1. In order to borrow Tools from the Fitchburg Public Library (FPL), a Borrower must be a Fitchburg resident aged 18 or over.
2. Prior to borrowing Tools, all Borrowers must (a) have a C/W Mars library card in good standing with their home address confirmed; and (b) sign the Waiver Form.
3. Library staff is available to assist in explaining operation of tool, however, by taking possession of any item, the Borrower is certifying that he or she is capable of using that item in a safe and proper manner.
4. Only the Borrower is authorized to use Library Tools borrowed. The Borrower shall not permit the use of items checked out to him/her by any other person.
5. Tools circulate for a seven-day lending period.
6. All Tools borrowed are to be returned to the Public Library's circulation desk by close of business on their due date. Tools may only be returned during the Library's open hours.
7. If a tool is returned late, the Borrower will be responsible for a late fee of \$5 per day for every day the Library is open until the tool is returned. Late fees are capped at the full replacement cost of the tool. Borrowers must have a fine balance of less than \$10 to maintain borrowing privileges.
8. A Borrower may have up to six Tools checked out at a time.
9. The Borrower agrees that the Library is not responsible for any manufacturing defects in quality of workmanship or materials inherent in any borrowed Tools.
10. The Borrower agrees that if any borrowed tool becomes unsafe or in a state of disrepair, he or she must immediately discontinue use of the tool and notify the Library of the issue on return, if not earlier.
11. All Tools are to be returned in the same condition as they were issued, barring normal wear and tear. All Tools must be returned clean. The Borrower agrees to pay for the loss of or damage to any item and further agrees to accept the Library's assessment of condition of items and to further agree to the Library's assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total. This restitution amount could equal the full replacement cost of the item plus a \$5 administrative fee.
12. The Library reserves the right to refuse the loan of any item at its discretion.